

INTRODUCTION

The purpose of this document is to provide information relative to the RSI administration system manual. The document will cover areas from establishing users, items and categories to reporting and system settings.

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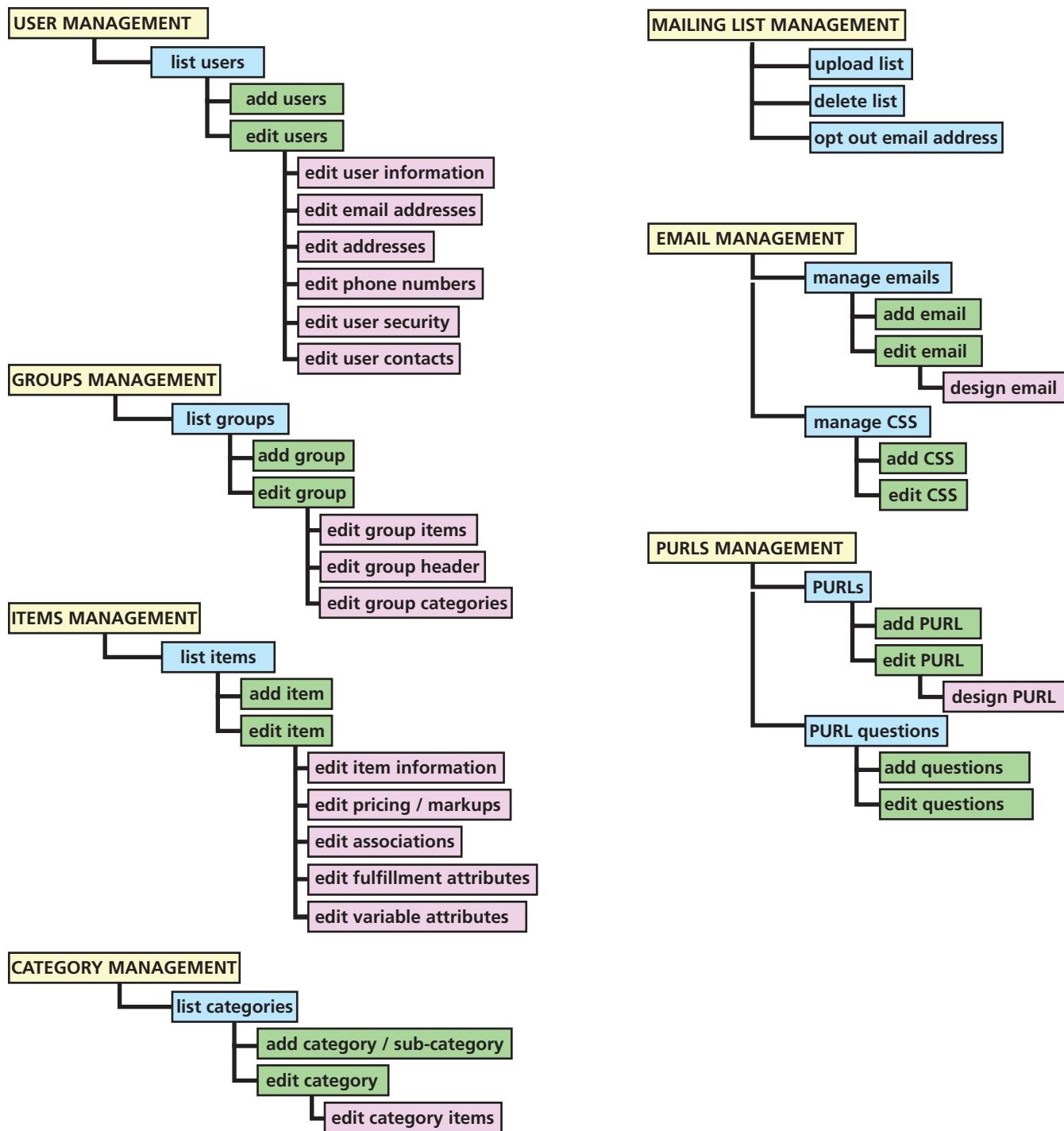
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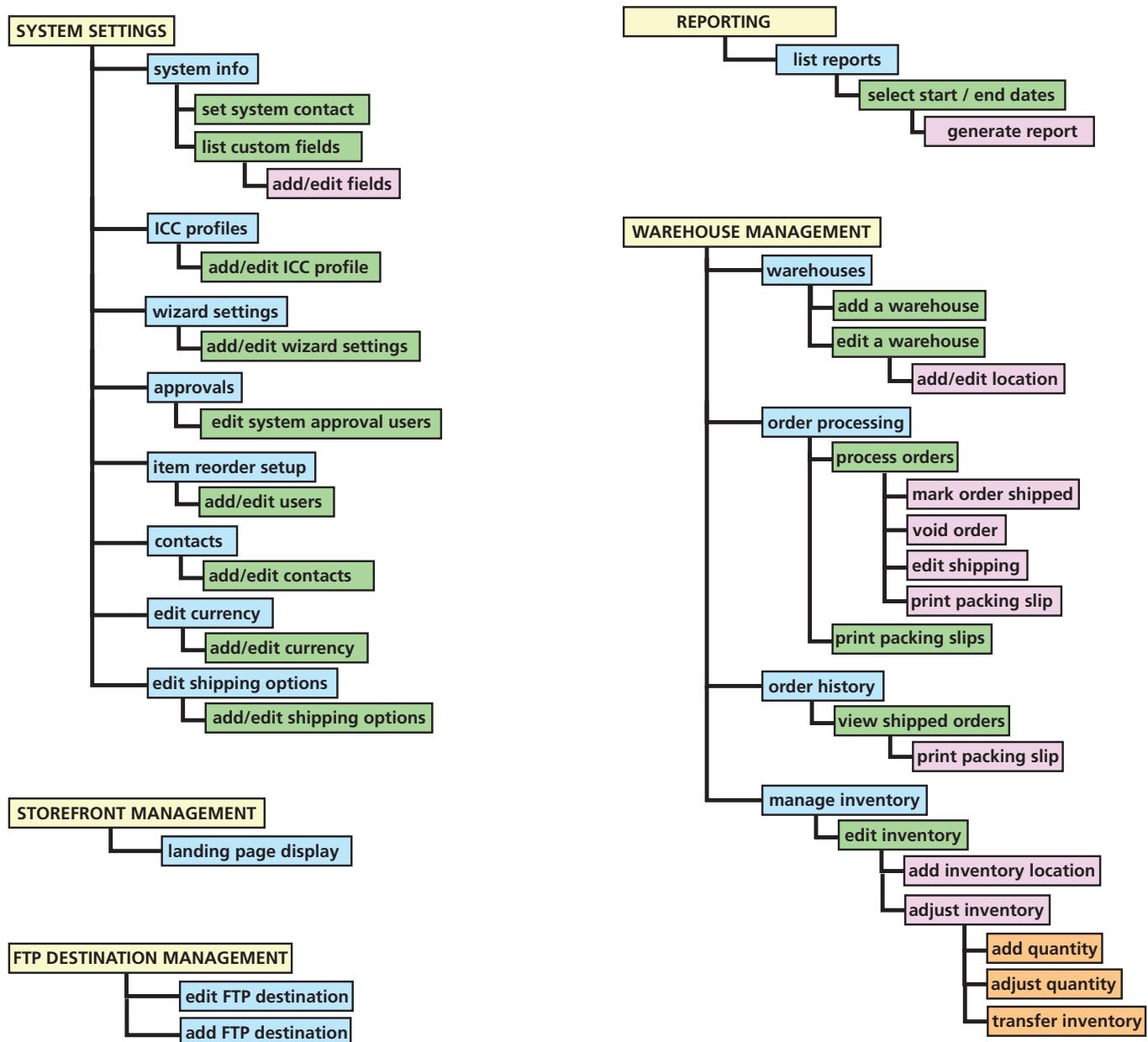
OVERVIEW**ADMINISTRATION SYSTEM AT A GLANCE**

The following system flow chart provides an overview of the administration system. Each of the major functions (Item Management, etc.) are shown along with their sub-functions. These areas will be described in more detail, including "screen shots" in the remainder of this document. While the screenshots depict "RSI Lite", the functionality displayed is for the full application.



OVERVIEW, cont.

ADMINISTRATION SYSTEM AT A GLANCE, cont.



ADMINISTRATION CONCEPTS

ADMINISTRATION PULL DOWN MENU

All administration functions are accessible from the Administration tab on the menu bar. This tab can be seen only by the administrators with access levels of 99 or 100.

The remaining sections of this document will describe the various administration functions.

LOGIN PAGE SETTINGS:

The Login Page Settings control the login page of the site. The main graphic must be in PNG format, 760 pixels wide, 450 pixels high. Images that are not in these dimensions will be expanded or contracted to fit in that space. The Login Page Text is displayed under the user ID and password boxes. Additional styles and HTML can be used to further customize the look and feel of the login page. It is recommended that these modifications only be done by someone with a strong knowledge of HTML and Cascading Style Sheets.

Style Management

Edit Login Page

Navigator

- [Login Page Settings](#)
- [Header/Footer Settings](#)
- [Landing Page Settings](#)

Login Page Graphic Graphic must be in PNG format, 760 pixels wide, 450 pixels high.

Login Page Text

This optional text will appear at the bottom of the login screen. HTML and CSS are allowed.

HEADER/Footer SETTINGS:

Edit Header - This function allows you to set the default header logo for the site. This image must be 350px by 85px in PNG, JPEG or GIF format. Images that are not in these dimensions will be expanded or contracted to fit in that space.

Edit Footer - This function allows you to adjust the footer of the site with customized text. It also allows minor modifications to be made to the site using HTML and CSS. It is recommended that these modifications only be done by someone with a strong knowledge of HTML and Cascading Style Sheets.

Style Management

Edit Header

Navigator

- [Login Page Settings](#)
- [Header/Footer Settings](#)
- [Landing Page Settings](#)

Header Image Image must be 350px by 85px in PNG, JPEG or GIF format.

Current header image

Edit Footer

Enter text
HTML and CSS are allowed. <SCRIPT> tags are not.

```
<span class="footerText"
style="float:left;
color:#FFFFFF"><a
href="http://www.responsivesolution
style="color:#FFFFFF">www.responsiv</a>
```

LANDING PAGE SETTINGS:

Center Module Display Type - This function allows you to set the default view of the landing page. The landing page shows the categories determined either as "Featured" (indicated in the Category Management) or the Newest.

Number of Center Module Objects to Display - This function determines the display of either 3, 6, or 9 categories on the display page.

Style Management

Landing Page Display

Navigator

- [Login Page Settings](#)
- [Header/Footer Settings](#)
- [Landing Page Settings](#)

Center Module Display Type

Number of Center Module Objects to Display

USER MANAGEMENT:

Users are listed alphabetically by last name. By clicking on the letters at the top of the page, users whose first or last name begin with the chosen letter are displayed. A search box is also available for finding a specific user.

From this screen the administrator can add, edit, activate or deactivate users, import a user list, or export the users on this site.

Editing:

Clicking on the [Edit Users](#) link brings the administrator to the list of all users on the system. Clicking on the [Edit](#) button allows the administrator to edit the selected user's information.

Adding User:

Clicking on the [Add User](#) link allows the administrator to add a user to the system.

Activating / De-activating users:

Clicking the Active button enables or disables the user in the system. When inactive, this user can no longer login or place any orders, although history for the inactivated user is retained. Remember: a hollow button denotes inactive, a dot represents active.

	Name	Login	Active
Edit	level, low	lowlevel	<input checked="" type="radio"/>
Edit	Nordquist, Sean	support@responsivesolutions.net	<input checked="" type="radio"/>
Edit	Sanders, John	jsanders	<input checked="" type="radio"/>
Edit	Shambo, Greg	gshambo@responsivesolutions.com	<input checked="" type="radio"/>
Edit	Spurgeon, Micheal	spurgeon	<input checked="" type="radio"/>
Edit	User, Spanish	spanishuser	<input checked="" type="radio"/>

Import Users:

Clicking on the [Import Users](#) link allows the administrator to upload a list of users. The file must be in Excel 97-2003 format. A template is available for download to create an upload template that will contain all of the available fields.

[Upload Users \(Excel 97-2003 Workbook\)](#)

[Browse...](#) [Upload](#)

[Download User Import Template](#)

Export Users:

Clicking on the [Export Users](#) link allows the administrator to export a spreadsheet of all users on the system. The file will be in Excel 97-2003 format for download.

[Download User Export File](#)

Microsoft Excel - 255_userExport.xls [Read-Only]

The screenshot shows a Microsoft Excel spreadsheet with data for 7 users. The columns include: ID, First Name, Last Name, User ID, Access Level, Company, Job Title, Access Level (1-100), Shipping Country, Shipping Company, Shipping Address, Shipping City, and Shipping State.

ID	First Name	Last Name	User ID	Access Level	Company	Job Title	Access Level (1-100)	Shipping Country	Shipping Company	Shipping Address	Shipping City	Shipping State	
1	level	low	lowlevel	100	Customer Plus B	Customer	100	US	Responsive Solutions, Inc.	1112nd Ave NE	Suite 200	St. Petersburg	FL
2	Sean	Nordquist	support@responsivesolutions.net	100	Customer Plus B	Customer	100	US	Responsive Solutions, Inc.	1112nd Ave NE	Suite 200	St. Petersburg	FL
3	John	Sanders	jsanders	100	Customer Plus B	Customer	100	US	Responsive Solutions, Inc.	1112nd Ave NE	Suite 200	St. Petersburg	FL
4	Greg	Shambo	gshambo@responsivesolutions.com	100	Vice President	V.P., Sales and Marketing	100	US	Responsive Solutions, Inc.	1112nd Ave NE	Suite 200	St. Petersburg	FL
5	Micheal	Spurgeon	spurgeon	100	President	President	100	US	Responsive Solutions, Inc.	1112nd Ave NE	Suite 200	St. Petersburg	FL
6	Spanish	User	spanishuser	100	Customer Plus B	Customer	100	US	Fidelity Offset, Incorporated	5557 Nanderline		Hartville	TN
7													

USER INFORMATION:

The Main User Information Screen allows the administrator to add a new user or edit the primary user information.

Information that can be added or edited on this screen is as follows:

- **Username** – The user's primary email address, which is used for authentication into the system.
- **Company** – Derived from the company and cannot be changed.
- **Salutation** – Mr., Mrs., Dr. etc.
- **First Name** – User's first name.
- **Middle Initial** – User's middle initial.
- **Last Name** – User's last name.
- **Job Title** – User's job title.
- **Work Email** – User's email address (if not used for the User Name).
- **Password** – User's password.
- **Confirm Password** – Makes sure the entered password does not contain typos.

Also displayed on this screen is the creation date, last edit date, and last login date for the user.

- **Language** – When the Languages feature is active, this determines what language the site will appear in for this user when they log in.
- **Measurements** – Determines if measurements are in U.S. Standard or Metric.
- **Currency** – When the Currency feature is active, this determines what currency the costs will appear in for this user when they log in.
- **Custom Attributes** – If the administrator has assigned custom user attributes, these can be edited for the user.

User Profile :: Sarah Bernstein

User Information		Site Preferences		Custom Attributes	
User Name: sbenstein Company: Responsive Solutions Salutation: First Name: Sarah Middle Initial: Last Name: Bernstein Job Title: Sales Work Email: sarah@phonemail.com Password: ***** Confirm Password: *****		Language: English : EN Measurements: Standard Currency: US Dollars : USD		Cost Center 123 456 Employee ID	
Create Date: November 21, 2008 Last Edit Date: January 10, 2009 Last Login Date: December 8, 2008, 6:03 pm					
<input type="button" value="Save"/>					

USER EMAIL ADDRESSES:

The Emails screen allows the administrator to add or edit additional emails for a user.

A list of current email addresses is listed, an icon designating the type of email address (Home, Office, Mobile), the Edit button, and an activate / de-activate button.

- To add an email, complete the email address in the form to the right, choose the type of email address (Home, Office, Mobile), and click **Save**.
- To edit an email, click the **Edit** link. This displays the email information into the form to the right, which can then be edited.
- To activate / de-activate an email, click the link below the icon to change its status.

User Profile :: Sarah Bernstein

Navigator <hr/> User Information Emails Addresses Telephone Numbers Security Contacts	sarah@phonemail.com  Edit Deactivate	sarah@homemail.com  Edit Deactivate	Add email Address Type: Office email <input type="button" value="▼"/> Email Address: <input type="text"/> <input type="button" value="Save"/>
		sbernstein@responsivesolutions.com  Edit Activate	

USER ADDRESSES:

The Addresses screen allows the administrator to add or edit addresses for a user.

A list of current addresses is listed with an **Edit** link and a **Deactivate** link.

- To add an address, complete the address fields to the right, and click the **Save** button.
- To edit an address, click the **Edit** link. This displays the address information into the form to the right which can then be edited.
- To deactivate an address, click the **Deactivate** link under the address to deactivate it.
- Addresses can be designated as Shipping (default), Billing (if different than Shipping), and Customization (if using the auto-populate feature of DYNAMIC LAYOUT+ Editor).

User Profile :: Sarah Bernstein

Navigator <hr/> User Information Emails Addresses Telephone Numbers Security Contacts	Customization Address RSI - Home Office Sarah Bernstein 111 Second Avenue North East Suite Three-Hundred Fifty Saint Petersburg, FL 33704 United States Edit Deactivate	Billing Address RSI - HQ Sarah Bernstein 111 2nd Ave. NE Suite 1000 St. Petersburg, FL 33701 United States Edit Deactivate	Add Address Contact Name: <input type="text"/> Company Name: <input type="text"/> Country: United States <input type="button" value="▼"/> Address: <input type="text"/> Address 2: <input type="text"/> Address 3: <input type="text"/> City: <input type="text"/> State: Select a State... <input type="button" value="▼"/> Zip/Postal Code: <input type="text"/> Type: Shipping <input type="button" value="▼"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>
		Shipping Address RSI Sarah Bernstein 111 2nd Ave. NE Suite 350 St. Petersburg, FL 33701 United States Edit Deactivate	

USER PHONE NUMBERS:

The Telephone Numbers screen allows the administrator to add or edit phone numbers for a user.

A list of current phone numbers is listed, an icon designating the type of phone number (Home, Office, Mobile, Fax), the Edit link, and an activate / de-activate link.

- To add a phone number, select the Type, and complete the Prefix, Area Code, Phone Number and Extension, or enter the International telephone number if applicable. Then click the **Save** button.
- To edit a phone number, click the **Edit** link. This displays the phone number information into the form to the right of the phone list which can then be edited.
- To activate / de-activate a phone number, click the link under the number to change its status.

User Profile :: Sarah Bernstein

Navigator - User Information Emails Addresses Telephone Numbers Security Contacts	1 (727) 456-1250  Edit Deactivate	1 (404) 452-8181  Edit Deactivate	Add Telephone Number Type <input type="text" value="Office Telephone"/> <input type="button" value="▼"/> Prefix <input type="text"/> Area Code <input type="text"/> Telephone Number <input type="text"/> Extension <input type="text"/> International <input type="text"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>
--	---	---	--

USER SECURITY:

The Security screen allows the administrator to adjust security settings for a user.

The access level of the user can be adjusted at any time by an administrator; a value between 1 and 100 is required for this field. Group select boxes are also displayed. The **NOT in this group** column lists groups that the user does not belong to. The **IN this group** column shows groups that the user belongs to.

- Editing the security level is as simple as entering a number between 1 and 100 into the access level box. **Caution:** setting this to 99 or 100 gives the user administration rights, so use care in adjusting the security settings.
- To add the user to a new group, select the group that is to be added from the **NOT in this group** column, and click the shift to the right button **>>** to add the user to the group.
- To remove the user from a group, select the group that is to be removed from the **IN this group** column, and click the shift to the left button **<<** to remove the user from the group.
- Adding a user to the Warehouse Admin grants the user complete rights to inventory and order control.
- Adding a user to the System Admin grants the user complete rights to System Admin page, and allows them to make changes to the site. This is NOT recommended for anyone other than the designated System Administrator.
- Click the **Save** button to commit the changes made to the user security settings.

User Profile :: Sarah Bernstein

Navigator

- User Information
- Emails
- Addresses
- Telephone Numbers
- Security
- Contacts

Security Settings :: Sarah Bernstein

Access Level

Not in this group

- ACE Administrators
- Blanks USA
- Demo Group
- General Users
- JohnsByrne
- Omni Hotels
- Peake
- Progressive Solutions
- Puffin

>> <<

In this group

- Warehouse Administrator
- System Administrator
- Authorized Approvers
- Health Care

Save



USER CONTACTS:

Contacts are listed alphabetically by last name. By clicking on the letters at the top of the page, contacts whose first or last name begin with the chosen letter are displayed. A search box is also available for finding a specific contact.

From this screen the administrator can add, edit, activate, or deactivate contacts.

Adding Contact:

Clicking on the **Add New Contact** button allows the administrator to add a contact to the user's profile.

Editing:

Clicking on the **Edit** button allows the administrator user to edit the selected contact's information.

Activating / De-activating Contacts

Clicking the Active button enables or disables the contact in the user profile. When inactive, this contact will not appear as an option for shipping or on searches, although history for the inactivated user is retained. Remember: a hollow button denotes inactive, a dot represents active.

User Profile :: Sarah Bernstein

Contact Administration					
View all contacts by letter: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					
	Unique ID	Company Name	Company Contact	Add Contact	
Edit	1029384756	Acme Widgets	John Smith	<input type="button" value="Active"/>	<input checked="" type="button" value="Inactive"/>

EDIT CONTACTS:

The Edit Contact Screen allows the administrator to edit a contact information.

Information that can be added or edited on this screen is as follows:

- **Unique ID** – A unique identifier for the contact, such as an employee number.
- **Contact Name First Name** – Contact's first name.
- **Contact Name Last Name** – Contact's last name.
- **Company Name** – Contact's company name, if applicable.
- **Title** – Contact's job title.
- **Country** – Contact's country (this will drive the available postal codes, if any).
- **Address** – Three available fields to allow Suite numbers, departments, etc..
- **City, State, Postal Code** – Contact's city, state, and postal code.
- **Telephone Number and Extension** – Contact's work phone number and extension.
- **Email** – Contact's email address
- **Custom Attributes** – If the administrator has assigned custom contact attributes, these can be edited for the contact.

User Profile :: Sarah Bernstein

Navigator	Add Contact 1029384756	Custom Attributes
User Information	Unique ID: <input type="text" value="1029384756"/>	Planogram <input type="button" value="A"/> <input type="button" value="B"/> <input type="button" value="C"/>
Emails	First Name: <input type="text" value="John"/>	
Addresses	Last Name: <input type="text" value="Smith"/>	
Telephone Numbers	Company Name: <input type="text" value="Acme Widgets"/>	
Security	Title: <input type="text" value="V.P. Marketing"/>	
Contacts	Country: <input type="text" value="United States"/>	
	Address: <input type="text" value="1234 Main St."/>	
	Address 2: <input type="text" value="5th Floor"/>	
	Address 3: <input type="text" value=""/>	
	City: <input type="text" value="Anytown"/>	
	State: <input type="text" value="Florida"/>	
	Zip/Postal Code: <input type="text" value="33701"/>	
	Telephone Number: <input type="text" value="0727-555-1212"/> Ext. <input type="text" value="111"/>	
	E-Mail Address: <input type="text" value="jsmith@acmewidgets.com"/> verified:	
		<input type="button" value="Reset"/> <input type="button" value="Save"/>

GROUP EDITING:

There are three kinds of Groups: User Groups, Contact Groups, and Approval Groups.

User Groups are simply sets of users put together to allow access to certain categories and/or items. Groups can be departments, offices, or even different companies.

Contact groups are sets of users with access to certain sets of Contacts used to deliver orders.

Approval Groups are sets of users with controls placed on their ordering abilities, with other users designated as approvers for that group.

Groups are listed alphabetically by name in each section.

From this screen the administrator can add, edit, activate, or deactivate groups.

Editing:

Clicking the Edit Groups link lists all of the existing groups

Clicking on the **Edit** button allows the administrator to edit the selected Group's information.

Adding a Group:

Clicking on the **Add User Group**, **Add Contact Group**, or **Add Approval Group** link allows the administrator to add a group to the system.

Activating / De-activating groups

Clicking the Active button disables the group in the system. Remember: a hollow button denotes in-active, a dot represents active.

Caution: When deactivating a group, remember users who are a part of this group lose the access privileges granted to this group.

Group Administration

User Groups			
	Group Name	Access Level	Active
Edit	ACE	1	<input checked="" type="radio"/>
Edit	Administrators	100	<input checked="" type="radio"/>
Edit	Authorized Approvers	99	<input checked="" type="radio"/>
Edit	Blanks USA	1	<input checked="" type="radio"/>
Edit	Demo Group	1	<input checked="" type="radio"/>
Edit	Health Care	1	<input checked="" type="radio"/>
Edit	NuGraphics	1	<input checked="" type="radio"/>
Edit	Omni Hotels	1	<input checked="" type="radio"/>
Edit	Peake	100	<input checked="" type="radio"/>
Edit	Progressive Solutions	1	<input checked="" type="radio"/>
Edit	Puffin	1	<input checked="" type="radio"/>
Edit	Responsive Solutions Demo	1	<input checked="" type="radio"/>
Edit	Testing	1	<input checked="" type="radio"/>
Edit	Warehouse Managers	99	<input checked="" type="radio"/>

Contact Groups			
	Group Name	Access Level	Active
Edit	Retail Group	10	<input checked="" type="radio"/>

Approval Groups			
	Group Name	Access Level	Active
Edit	Authorized Approval Users	1	<input checked="" type="radio"/>

EDIT GROUP:

The Edit Group Screen allows the administrator to adjust groups for the system. Adding a group is identical to editing a group, except that the values are blank, and there are no users in the **Users IN this group** column. Both User and Contact Groups function the exact same way.

The group name, description, items and users belonging to the group can be edited. The **Users NOT in this group** column lists users that do not belong to this group. The **Users IN this group** column shows users that are in this group. Check marks next to items determine if they are part of the group, and a link for each item links to the group approval editor for this item.

Editing Group Information

- Groups must be named and be given a Group Access Level. A level of 100 will allow all users in this group to have Administrator access.
- Groups may have their own header graphic at the top of the page. This will not affect the login page or any other users outside of this group.
NOTE: Users will always see the graphic associated with the HIGHEST level group they are in.
- To add a user to a group, select the user that is to be added from the **Users NOT in this group** column, and click the shift to the right button to add the user to the location.
- To remove the user from a group, select the user that is to be removed from the **Users IN this group** column, and click the shift to the left button to remove the user from the group.
- Click the **Save** button to update the group information.

Editing Group Items, Categories, or Contacts

Adding items, categories, warehouses, and contacts to a group is done by clicking the check box next to its name. A **Check All** and **Check None** button help the administrator make blanket edits.

- Mark check marks next to the items or item categories that are to belong to the group.
- Click the **Save Items** or **Save Categories** button to update the group items.

Group Administration :: ACE

Navigator <ul style="list-style-type: none"> Edit Groups Add User Group Add Contact Group Add Approval Group 	Edit Group - ACE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"> Group Name <input type="text" value="ACE"/> </td> <td style="width: 10%;"> Group Access Level <input type="text" value="1"/> </td> <td style="width: 10%;"> Group Description <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> </td> </tr> <tr> <td colspan="3" style="text-align: center;"> Change Group Header Graphic <input type="button" value="Browse..."/> <small>The dimensions should be at least 200 pixels wide, and must be 55 pixels tall in GIF, PNG or JPEG format.</small> </td> </tr> <tr> <td colspan="3" style="text-align: center;"> Users NOT in this group <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px; overflow-y: scroll;"> Admin, John Approver, John Byford, Phil Levy, Jeff Nordquist, Sean Quinn, Susan Sanders, John Sarpa, Mark Shambo, Gregory Testing, John </div> <div style="margin-top: 10px;"> <input type="button" value=">>"/> <input type="button" value="<<"/> </div> </td> </tr> <tr> <td colspan="3" style="text-align: center;"> Users IN this group <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px; overflow-y: scroll;"> Miner, Emily Miner, Emily sham, greg Shambo, Greg </div> </td> </tr> <tr> <td colspan="3" style="text-align: right;"> <input type="button" value="Edit Group Admin Users"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </td> </tr> </table> <p style="color: red; font-size: small;">Red Text Indicates A Required Field</p>	Group Name <input type="text" value="ACE"/>	Group Access Level <input type="text" value="1"/>	Group Description <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div>	Change Group Header Graphic <input type="button" value="Browse..."/> <small>The dimensions should be at least 200 pixels wide, and must be 55 pixels tall in GIF, PNG or JPEG format.</small>			Users NOT in this group <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px; overflow-y: scroll;"> Admin, John Approver, John Byford, Phil Levy, Jeff Nordquist, Sean Quinn, Susan Sanders, John Sarpa, Mark Shambo, Gregory Testing, John </div> <div style="margin-top: 10px;"> <input type="button" value=">>"/> <input type="button" value="<<"/> </div>			Users IN this group <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px; overflow-y: scroll;"> Miner, Emily Miner, Emily sham, greg Shambo, Greg </div>			<input type="button" value="Edit Group Admin Users"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/>		
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Items Visible to ACE <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Item Name</th> <th style="width: 50%;">Item Number</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>000000111111TEST</td> <td>000000111111TEST</td> </tr> <tr> <td><input type="checkbox"/></td> <td>12x18 Folders</td> <td>12x18 Folders</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>ACE Flyer</td> <td>ACE-F01</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>ACE Postcard</td> <td>ACE-P01</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Brochure Pic 1</td> <td>Brochure Pic 1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Brochure Pic 2</td> <td>Brochure Pic 2</td> </tr> </tbody> </table>		Item Name	Item Number	<input type="checkbox"/>	000000111111TEST	000000111111TEST	<input type="checkbox"/>	12x18 Folders	12x18 Folders	<input checked="" type="checkbox"/>	ACE Flyer	ACE-F01	<input checked="" type="checkbox"/>	ACE Postcard	ACE-P01	<input type="checkbox"/>	Brochure Pic 1	Brochure Pic 1	<input type="checkbox"/>	Brochure Pic 2	Brochure Pic 2	Categories Visible to ACE <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 90%;">Category Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Asset Management</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Food Images</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Brochures/Data Sheets</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Direct Marketing</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Images</td> </tr> <tr> <td><input type="checkbox"/></td> <td>___D1TUploads</td> </tr> <tr> <td><input type="checkbox"/></td> <td>___35081_Images</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Newsletter - Designer Images</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Featured Items</td> </tr> <tr> <td><input type="checkbox"/></td> <td>New Arrivals</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Newsletters</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Promotional Items</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Stationery</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Dynamic Templates</td> </tr> </tbody> </table>		Category Name	<input type="checkbox"/>	Asset Management	<input type="checkbox"/>	Food Images	<input type="checkbox"/>	Brochures/Data Sheets	<input type="checkbox"/>	Direct Marketing	<input type="checkbox"/>	Images	<input type="checkbox"/>	___D1TUploads	<input type="checkbox"/>	___35081_Images	<input type="checkbox"/>	Newsletter - Designer Images	<input type="checkbox"/>	Featured Items	<input type="checkbox"/>	New Arrivals	<input type="checkbox"/>	Newsletters	<input type="checkbox"/>	Promotional Items	<input type="checkbox"/>	Stationery	<input type="checkbox"/>	Dynamic Templates
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ITEM ADDING AND EDITING:

Items are anything that is ordered from the system. The primary Item types are Static and Variable. Static Items can be inventoried or "Just In Time", which means they are printed as they are ordered. Variable Items are either Variable Template, or Variable Data, where select fields can be modified upon ordering.

As a general rule of thumb, consult this chart when creating new items:

Item Type	Requirement	File Delivery Method
Fulfillment	Must have inventory	No file delivery.
Fulfillment/JIT	Must have an FTP Destination	File delivered will be a single file designated on item info page.
Variable Template	Must have an FTP Destination	Files delivered will be full PDF, imprint PDF, and job ticket rtf.
Variable Template/Fulfillment	Needs inventory AND FTP Destination	Files delivered will be full PDF, imprint PDF, and job ticket rtf.
Variable Data	Must have an FTP Destination	Files delivered will be imposed PDF, and job ticket rtf.

NOTE: Designating an item as Just In Time (JIT) overrides the Variable Template settings, and the file will be delivered as a JIT file.

Items are listed alphabetically by name or ascending by SKU, depending on setup.

From this screen the administrator can add, edit, activate, or deactivate items.

Adding an Item:

Clicking on the Add New Item button allows the administrator to add an item to the system.

Editing:

Clicking on the Edit button allows the administrator to edit the selected Item's information.

Activating / De-activating items

Clicking the Active button disables the item in the system. Remember: a hollow button denotes in-active, a dot represents active.

ITEM INFORMATION:

The Main Item Information Screen allows the administrator to edit the primary item information.

Information that can be edited on this screen is as follows:

- **Item Number / SKU** – The companies unique identifying code for an item.
- **Item Name** – The item name.
- **Description** – The description of the item.
- **Keywords** – Descriptive words separated by commas that enable users to search for an item. Microsoft Word, PDF and pictures that contain descriptive data are indexed automatically.
- **Expiration** – A preset date in which the item will be deactivated automatically. Clicking on the Calendar button launches the Select Date Window.
- **Item Thumbnail** – Clicking on the thumbnail, displays the Extended Item View.
- **Version History** – Clicking on the Version History link displays the change history for an item.
- **File Upload** – New files can be uploaded in two ways: Via the browser or FTP using username and password.
- **Category** – The selected category in which to display the item can also be edited.
- **Group** – The selected group in which to display the item can also be edited.
- **Custom Attributes** – If the administrator has assigned custom item attributes, these can be edited for the item.

Main Item Information Screen:

- General Information:** Item Number / SKU: MSF-POS; Item Name: Marketing Services Firm Poster; Description: Static Post for MSF; Keywords: lorem,metaenun,ipsum,dolor,sit,cipis,nibh,e collateral; Expiration Date: 03/03/2018
- Asset Information:** A thumbnail image of a poster, with details: Original File name: Poster.pdf, Version: 1 Version History, File Type: Adobe PDF, Item Size: 24in. x 36in. (7200 x 10800 pixels), DPI: 300x300, Pages: 1
- Category Information:** Available Categories: Solutions Variable Template; Selected Categories: Fulfillment
- Security Information:** Security Level: 1 (1 - 100); Groups: Admin General User
- Custom Attributes:** (Empty)

Select Date Window: A modal dialog showing the month of March 2008 with days numbered 1 through 31.

Detailed Item View: Shows a preview of the poster image with the title "Marketing Services Firm Poster" and SKU "MSF-POS". It includes a "Click to view" link and file details: Item Added: 2008-03-03, Item Description: Static Post for MSF, Quantity Available: 0, Minimum Quantity: 0, Maximum Quantity: 0.

Item Version History:

Version	Information	Modification Date
1	Original Name: Poster.pdf Filesize: 0.108 mb w:7200 h:10800 dpi Filetype: Adobe PDF	2008-03-03

ITEM PRICING / MARKUPS:

The Item Pricing Screen allows the administrator to add, edit, or delete pricing and markups for an item.

Displayed on the screen are pricing ranges which can have as many ranges as needed.

Pricing is broken down by: Unit Cost, Imprint Charge, Production Charge, Mailing Charge and Handling Charge. Two additional fields that are customizable are available for the system.

Editing Pricing

- To edit pricing, click the **Edit** button. This populates the information into the form below the pricing list, which can then be edited.
- To delete a price range, click the **Delete** button.
- To add a range, complete the required fields, using only numbers in the pricing fields. Click the **add** button to finish.

Editing Markups / Discounts

Markups and discounts are listed below the pricing matrix. These can only be applied to groups of users.

- To add a markup or discount, choose if it will be a percentage or a dollar amount applied the total price. Click the positive or negative radio button to choose if the value will be a markup or discount. To finish, click the **Add** button.
- To delete a markup or discount, click the **Delete** button.

Enter search criteria:

Item Administration :: Marketing Services Firm Poster

Add pricing

Range	Unit	Imprint	Production	Mailing	Handling	Total Cost	Reprint Cost Only	External Handling Cost
1	250	\$0.5000	\$0.0000	\$0.0000	\$0.0000	\$0.5000	<input type="radio"/>	\$0.0000
251	500	\$0.4000	\$0.0000	\$0.0000	\$0.0000	\$0.4000	<input type="radio"/>	\$0.0000
501	1000	\$0.2500	\$0.0000	\$0.0000	\$0.0000	\$0.2500	<input type="radio"/>	\$0.0000
1001	5000	\$0.1000	\$0.0000	\$0.0000	\$0.0000	\$0.1000	<input type="radio"/>	\$0.0000

Add group markup /discount

Group	Markup / Discount	Dollar Adjustment
Admin	-50%	\$0.00

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ASSET ASSOCIATIONS:

The Asset Association Screen allows the administrator to group additional items with the current item for ordering purposes. For instance, if the item requires the user to order other items at the same time, this is where the connections are made.

Editing Associated Items

- To add an item to the association, click the check box next to its name. Enter a quantity into the box to the right side of the name. If there is a question as to the item, click on the item name to see the [Extended Item Detail Screen](#).
- Once you are done editing associated items, click the [Edit](#) button.

Item Administration :: Marketing Services Firm Poster

Enter search criteria:

[Item Information](#) [Pricing](#) [Asset Associations](#) [Asset Approvals](#) [Fulfillment Information](#) [Custom Variable](#) [VDP](#) [Custom Variable 2](#)

Associated	Item Name	SKU	Ratio
<input checked="" type="checkbox"/>	Leet Sound Datasheet	THX-1337	2 : 1
<input type="button" value="Edit"/>			

Item Description

Item Name: Leet Sound Datasheet SKU: THX-1337

[Click to View](#)

Item Added	2008-04-10
Item Description	Full spectrum of the Leet Sound audio devices
Quantity Available	5000000
Minimum Quantity	0
Maximum Quantity	0

Custom Attributes

[Close Window](#)

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ITEM FULFILLMENT INFORMATION:

The Item Fulfillment Screen allows the administrator to edit fulfillment for an item.

Displayed on the screen is information pertaining to the fulfillment functions of an item.

- **Available via fulfillment** – Check this box to make this item available for fulfillment.
- **Minimum order quantity** – When used as a fulfillment item, this determines the minimum quantity a user can order. Leave at zero for no maximum.
- **Maximum order quantity** – When used as a fulfillment item, this determines the maximum quantity a user can order before the order requires approval. Leave at zero for no maximum.
- **Custom Order Maximum Message** – Enter the optional message to be displayed when an order is placed for the maximum set or above.
- **Bundle Quantity** – Enter the increment value if an item should only be ordered in a set increment.
- **Unit Of Measure** – Enter the unit of measure for an item.
- **Reorder Point** – Enter the minimum quantity for an item before an alert is sent to the administrators.
- **Spoilage** – A percentage of the quantity ordered that will be calculated for aligning presses or finishing.
- **Weight** – Enter the measured weight of a single piece. This is used for shipping calculations at checkout. A common practice is to weigh a standard bundle (50, 100, etc.) and divide by the amount to get the single piece weight.
- **Handling Cost** – Enter the optional value if an item incurs an additional handling cost.

All changes made to the fulfillment information is submitted by clicking the **Update Fulfillment Information** button.

Just In Time Inventory

Items designated as JIT are not stored in inventory but printed as ordered with the print-ready file being delivered via FTP to the designated location.

- **Available via JIT** – Check this box to make this item Just In Time.
- **JIT Vendor** – Select the FTP designation from this drop down list.
- **JIT Minimum Quantity** – This determines the minimum quantity a user can order. Leave at zero for no maximum.
- **JIT Sameday Markup** – Orders designated as Same Day orders can be marked up by percentage or a set dollar value.
- **JIT Nextday Markup** – Orders designated as Next Day orders can be marked up by percentage or a set dollar value.

The screenshot shows the RSI Lite administration interface for item management. The main title is "RSI Lite is good". The top navigation bar includes links for Home, Profile, Administration, and Logout. The current page is "Item Administration :: Marketing Services Firm Poster". On the left, there's a sidebar with "Enter search criteria:" and buttons for "search", "Browse Categories", and "Previous Orders".

Fulfillment Information:

Available via fulfillment:	<input checked="" type="checkbox"/>
Minimum order quantity:	0 <small>Leave at zero for no minimum</small>
Maximum order quantity:	0 <small>Leave at zero for no maximum</small>
Custom Order Maximum Message:	(Large text area)
Bundle Quantity:	1
Unit Of Measure:	EACH : EA
Reorder Point/Qty:	0 <small>/0</small>
Spoilage:	0.00 %
Weight:	0.005 lbs
Handling Cost:	\$0 per 0 <small>Leave at zero for a flat rate</small>

Just In Time Inventory:

Available via JIT:	<input type="checkbox"/>
JIT Vendor:	(Dropdown menu)
JIT Minimum Quantity:	0
JIT Sameday Markup:	0 % \$0
JIT Nextday Markup:	0 % \$0

Add Allowance:

Group	User	Contact Group	Dollar Amount	Quantity Amount	Number of Days	Actions
General User			\$0.00	500	30	<input type="button" value="Delete"/>

Buttons: Update Fulfillment Information, Add

VARIABLE TEMPLATE INFORMATION:

The Variable Template Screen allows the administrator to edit Variable Template aspects for an item.

Displayed on the screen is information pertaining to the Function functions of an item. A more detailed step by step process for designing and implementing a Variable Template piece can be found in Appendix A.

- **Item Available for Collateral Customization** – Check this box to make this item available for Variable Template.
- **Item Available for VDP** – Check this box to make this item available for Variable Data.
- **Order Minimum** – When used as a collateral item, this determines the minimum quantity a user can order. Leave at zero for no maximum.
- **Order Maximum** – When used as a collateral item, this determines the maximum quantity a user can order before the order requires approval. Leave at zero for no maximum.
- **Preview Resolution:** – Displays the current current resolution for item preview.
- **Select Production Vendor** – Select the FTP Destination for the print-ready file created for this item.
- **Template Information** – Displays a thumbnail and template information.
- **Current Template File:** – Allows the Administrator to download the Quark or InDesign template file..
- **Template File** – To upload a new template file, click the **browse** button and select the new template file for this item.
- **User Guide File** – To upload a new guide file, click the **browse** button and select the new guide file for this item. A User Guide File is used to direct a user on how a template should be completed. Instructions, highlighted fields, and company rules can be included. This file is usually a PDF document.
- **Assigned ICC Profile:** – Displays the current ICC profile for this item.
- **Minimum Upload DPI:** – Sets the minimum DPI for this item.

All changes made to the collateral information is submitted by clicking the **Add/Edit** button.

The screenshot displays the 'Item Administration :: Variable Template Piece' interface. On the left, there's a sidebar with search criteria, browse categories, and previous orders. The main area has tabs for Item Information, Pricing, Asset Associations, Asset Approvals, Fulfillment Information, Custom Variable, VDP, and Custom Variable 2. The 'Collateral Information' section contains fields for 'Item Available for Collateral Customization' (checked), 'Order Minimum' (250), 'Order Maximum' (5000), 'Preview Resolution' (High), 'Select Production Vendor' (FTP 1), 'Or Select Production Workflow' (dropdown menu), and 'Output Imprint Data Only (Shell Printing)' (checkbox). The 'Template Information' section includes a thumbnail image of a Quark 7.0 template, document details (Version: Quark 7.0, Width: 8.5 inches, Height: 11 inches, Length: 1 page(s)), and download links for 'Current Template File' and 'Download Template'. The 'Global Upload Image Properties' section includes dropdowns for 'Assigned ICC Profile' (No Profiles Available) and 'Minimum Upload DPI' (72 DPI). At the bottom right is an 'Add / Edit' button.

DEFINE CUSTOMIZATION SETTINGS:

The customization screen allows the user to set the variables for the customized piece.

Displayed on the screen are the variable fields pulled from the assigned tagged text file. A more detailed step by step process for designing and implementing a Variable Template piece can be found in Appendix A.

All changes made to the collateral information is submitted by clicking the **Submit Customization** button.

Global Settings						
- Define Variable Groups	<input type="button" value="Sort Items"/>					
Customizable Areas						
Name: house_photo <div style="border: 1px solid #ccc; padding: 5px;"> <p>+ Main Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;">  </td> <td> Width: 270 pixels / 3.75 inches Height: 137.499 pixels / 1.91 inches Display Name: <input type="text"/> Editing Group: <input type="button" value="None Selected"/> <input type="button" value="▼"/> Visible: <input checked="" type="checkbox"/> Required: <input type="checkbox"/> Allow Upload: <input type="checkbox"/> Allow Cropping: <input type="checkbox"/> </td> </tr> </table> <p>+ Category Assignments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"><input type="button" value="Category Name"/></td> <td style="width: 80%;"><input type="button" value="Add Category"/></td> </tr> </table> <p>+ Item Assignments</p> <p>+ Edit Links</p> <p>+ External References</p> </div>			Width: 270 pixels / 3.75 inches Height: 137.499 pixels / 1.91 inches Display Name: <input type="text"/> Editing Group: <input type="button" value="None Selected"/> <input type="button" value="▼"/> Visible: <input checked="" type="checkbox"/> Required: <input type="checkbox"/> Allow Upload: <input type="checkbox"/> Allow Cropping: <input type="checkbox"/>	<input type="button" value="Category Name"/>	<input type="button" value="Add Category"/>	
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CATEGORY ADMINISTRATION:

Categories are listed alphabetically by name and with subcategories nested underneath.

From this screen the administrator can add, edit, activate, or deactivate categories.

Adding a Category:

Clicking on the **Add New Top Level Category** button allows the administrator to add a new top level category to the system. To add a sub category to an existing category, click **create sub-category** next to the category name.

Editing:

Clicking on the **Edit** button allows the administrator to edit the selected Category's information.

Activating / De-activating categories

Clicking the Active button disables the category in the system. Remember: a hollow button denotes in-active, a dot represents active.

Caution: When deactivating a category, remember items that are a part of this category may not be visible to a user in some item views.

The screenshot shows the 'Category Admin' section of the RSI Lite application. At the top, there is a search bar with 'Enter search criteria:' and a 'search' button. To the right of the search bar are links for 'Home', 'Profile', 'Administration', and 'Logout'. Below the search bar is a table titled 'Categories' with three columns: 'Category Name', 'Edit', and 'Active'. The table contains three rows:

Category Name	Edit	Active
Solutions	Edit	<input type="radio"/> Create sub-category
Fulfillment	Edit	<input type="radio"/> Create sub-category
Variable Template	Edit	<input type="radio"/> Create sub-category

At the bottom of the table, there is a link 'Add Top Level Category'. A copyright notice at the very bottom of the page reads 'Copyright © 2008, Responsive Solutions Inc.'

ADD/EDIT CATEGORY:

The Add and Edit Category Screens allows the administrator to create or adjust categories for the system. Adding a category is identical to editing a category, except that the values are blank, and there are no items selected.

The category name, type, access level and items belonging to the category can be edited. Check marks next to items determine if they are part of the category.

Editing Category Information

- Edit the category name, select a category type, and choose a security level.
- Clicking the check boxes next to the item determine if the item is part of this category.
- Click the **Edit This Category** button to update the category information.

RSI Lite :: Edit Category

Category Name: Fulfillment

Category Type: Item Category

Access Level: 1

Category Image: images will display at 36x36
OR

Turn on thumbnails in item list below:

Items:			
	Item Name	Item SKU	In Category?
	Leet Sound Datasheet	THX-1337	<input checked="" type="checkbox"/>
	Marketing Services Firm Poster	MSF-POS	<input checked="" type="checkbox"/>
	Variable Template Piece	VT-01	<input type="checkbox"/>
	the firsttest	the firsttest	<input type="checkbox"/>

Red Text Indicates A Required Field

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WAREHOUSE ADMINISTRATION:

The Warehouse Admin allows the Administrator to manage inventory and orders from a centralized location..

The Main List displays the available warehouse names and locations, as well as allows the administrator to edit them.

Editing A Warehouse

- To modify the existing warehouses, click on the **Edit** button

Activating / De-activating Warehouses

Clicking the Active button disables the warehouse in the system, this warehouse can no longer be used for orders, although history for the deactivated warehouse is retained. Remember: a hollow button denotes in-active, a dot represents active

The screenshot shows a web-based administration interface for 'RSI Lite'. At the top, there's a banner with the text 'RSI Lite is good' and palm trees. The header includes links for Home, Profile, Administration, and Logout. On the left, there's a sidebar with a search bar, a 'search' button, 'Browse Categories', and 'Previous Orders' links. The main content area has a title 'Warehouses' with links to Order Processing, Order History, Manage Inventory, and Manage Items. Below this is a table titled 'RSI Lite : Warehouses' showing three rows of warehouse data:

Warehouse Name		Warehouse Location	Add a new warehouse
Edit	Los Angeles	California	<input type="radio"/>
Edit	Prescott	Arizona	<input type="radio"/>
Edit	RSI	RSI 4	<input checked="" type="radio"/>

At the bottom of the page, there's a copyright notice: 'Copyright © 2008, Responsive Solutions Inc.'

ADD/EDIT WAREHOUSE:

The Add and Edit Warehouse screen allows the Administrator to create or update warehouse for inventory..

Warehouse Settings

- **Warehouse Name** – The designated name of the warehouse.
- **Warehouse Location** – The physical location of the warehouse.
- **Warehouse Contact** – The individual to be contacted regarding this warehouse.
- **Warehouse Contact Email**– Email address of warehouse contact.
- **Warehouse ZIP Code** – Postal ZIP Code for warehouse. This is required for backend shipping integration..
- **Warehouse IP Address** – IP Address for warehouse system.

Click the [Edit Warehouse](#) button to modify this warehouse.

ADD/EDIT WAREHOUSE LOCATION:

The Add and Edit Location screen allows the Administrator to create very specific locations for inventory.

ORDER PROCESSING:

The Order Processing Screen allows the administrator to view at a glance all open orders that have not yet been shipped. Order numbers, shipping recipients, order date, shipping status, and any shipping notes are displayed. From this page, the Administrator can click on an order number to view the details, or multiple order numbers can be selected and the packing slips for all can be printed at once.

If a third party U.S. Postal Service software is used, the postal information for the orders can be uploaded.

The screenshot shows the RSI Lite Order Processing interface. On the left, there's a sidebar with links for 'Enter search criteria:', 'search', 'Browse Categories', and 'Previous Orders'. The main content area has a header 'Warehouses | Order Processing | Order History | Manage Inventory | Manage Items'. Below this is a section titled 'RSI Lite :: Pending Orders' containing a table with two rows of order data. The columns are 'Export', 'Order Number', 'Shipped To', 'Order Date', 'Ship Status', 'Notes', and 'Flag'. The first row has order number 021900000003 and the second 021900000002, both listed as 'Awaiting Shipment'. Below this is a section for 'Upload USPS costs and Tracking Information' with fields for 'Exported File' and 'Browse...', and a button 'Upload USPS Data'. At the bottom is a 'Print Packing Slips' section with a 'Select Orders to Print' dropdown containing 021900000003 and 021900000002, and a 'Print Packing Slips' button. The footer includes a copyright notice 'Copyright © 2008, Responsive Solutions Inc.'

ORDER DETAIL:

The Order Detail Screen allows the administrator to look at the details of a single order, adjust the shipping selections, adjust the order quantities, line-item ship items, void the order, or mark it as shipped.

The Packing Slip can be printed from this page as well.

The screenshot shows the RSI Lite Order Detail interface. The sidebar on the left includes 'Enter search criteria:', 'search', 'Browse Categories', and 'Previous Orders'. The main area starts with a 'Warehouses | Order Processing | Order History | Manage Inventory | Manage Items' header. Below is an 'Order Detail' section with 'Order Number : 021900000003' and 'Ordered by RS Admin on Apr. 11, 2008 @ 1:06 am'. Under 'Shipping Address' is an edit link. The 'Item Details' section lists items with columns for Item Name, SKU, Unit Price, Order Quantity, Extended Price, Backordered, Ship Quantity, and Remove. Items include 'Leet Sound Datasheet', 'Marketing Services Firm Poster', 'Order Charge', 'Sales Tax', 'Handling Charge', and 'Discounts'. A note 'Shipping Charge (FedEx Ground)' is listed with a value of USD 5.10. A 'Total' row shows USD 112.85. At the bottom are 'Notes:' and 'Cancel' buttons, along with 'Print Packing Slip', 'Void This Order', and 'Mark Shipped' buttons. The footer includes a copyright notice 'Copyright © 2008, Responsive Solutions Inc.'

ORDER HISTORY:

The Order History screen allows the Administrator to view all past orders and see the details of each.

The screenshot shows the RSI Lite :: Shipped Orders page. At the top left is a search bar with a 'search' button. To the right are links for Warehouses, Order Processing, Order History, Manage Inventory, and Manage Items. The main content area displays a table titled 'RSI Lite :: Shipped Orders' with one row of data. The columns are Order Number (02190000001), Shipped To (RSI Administrator, Responsive Solutions, Inc.), Order Date (11-Apr-08 01:05), Ship Status (Shipped), Notes (empty), and Flag (checkbox checked). The bottom of the page includes a copyright notice and navigation links for Home, Profile, Administration, and Logout.

ORDER HISTORY DETAIL:

The Order History Detail screen shows the Administrator the full order detail as well as allowing the packing slip to be printed if needed.

The screenshot shows the RSI Lite :: Order History Detail page for Order Number 02190000001. The page is organized into sections: 'Order Number : 02190000001' (with a note 'Ordered by RS Admin on Apr. 11, 2008 @ 1:05 am'), 'Shipping Address' (listing RSI Administrator, Responsive Solutions, Inc., 111 2nd Ave, NE, Suite 350, St. Petersburg, FL 33701, United States, 1727456-1250), 'Item Details' (a table with rows for Marketing Services Firm Poster, Order Charge, Sales Tax, Handling Charge, Discounts, and Shipping Charge (FedEx Ground)), 'Tracking Info' (details for Package No. 1: Carrier FedEx, Date Shipped 2008-04-11 01:08:36.385037-04, Shipping Method FedEx Ground, Shipping Cost USD 4.54), 'Total' (USD 20.29), and 'Tracking Info' (details for Package No. 1: Carrier FedEx, Date Shipped 2008-04-11 01:08:36.385037-04, Shipping Method FedEx Ground, Shipping Cost USD 4.54). A 'Print Packing Slip' button is at the bottom.

MANAGE INVENTORY:

The Order History screen allows the Administrator to view all inventoried items and their current levels.

Inventory Management

Inventory Code	Item Name	Reorder Point	Quantity On-Hand	Current Pending	Quantity Available
MSF-POS	Marketing Services Firm Poster	0	7999950	800	7999150
THX-1337	Leet Sound Datasheet	5000	5000000	48	4999952

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EDIT INVENTORY:

The Edit Inventory Item Screen screen allows the Administrator to add and adjust inventory levels for an item across all warehouse locations.

Edit Inventory Item

Inventory Code:	MSF-POS
Item Name:	Marketing Services Firm Poster
Item Description:	Static Post for MSF

Inventory Locations

Warehouse : Los Angeles, California	Add new location		
Location Name	Physical Location	Quantity	Add new location
Warehouse : Prescott, Arizona			
Location Name	Physical Location	Quantity	Add new location
Warehouse : RSI, RSI 4			
Location Name	Physical Location	Quantity	Add new location
Western Quadrant	Row: A - Column: 22 - Bin: A6	7999950	Adjust
		Allocated Quantity	800
		Total Available	7999150

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EDIT INVENTORY:

At the warehouse level, the Edit Inventory Item Screen screen allows the Administrator to adjust and add inventory to the existing location, or transfer inventory between locations and warehouses.

The screenshot shows the RSI Lite warehouse management system interface. At the top, there's a banner with the text "RSI Lite is good". The main header includes links for Home, Profile, Administration, and Logout. On the left, there's a sidebar with search criteria, browse categories, and previous orders. The main content area has two sections: "Edit Western Quadrant" and "Transfer Inventory from Western Quadrant". In the "Edit Western Quadrant" section, the item name is "Marketing Services Firm Poster", the location name is "Western Quadrant", and the current inventory is 7999150. There are fields for New Quantity (0), Adjust Quantity (+/- 0), and Notes. A checkbox for "Check if this is a new shipment" is also present. An "Edit This Location" button is at the bottom. In the "Transfer Inventory from Western Quadrant" section, the location name is again "Western Quadrant", and the current inventory is 7999150. It has fields for Transfer (0), To (a dropdown menu showing "Los Angeles - Beachfront"), and Notes. A "Transfer Inventory" button is at the bottom. The footer of the page includes a copyright notice: "Copyright © 2008, Responsive Solutions Inc."

FTP DESTINATIONS:

This area allows the Administrator to add and edit the FTP Destinations for file delivery. As noted in the Item Management section, only JIT and VT items use the FTP delivery method. It is important to note that these FTP Destinations must be created before any JIT or VT items can be created.

FTP Destinations		Contact	Active
FTP Destination Name	FTP 1	John Smith	<input checked="" type="radio"/>

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Add a new FTP destination

ADD/EDIT FTP DESTINATIONS:

This screen allows the Administrator to create the FTP Destination used for JIT and VT items. The critical information is the FTP address, the FTP Default Directory, the FTP Port (usually 21), and the FTP Username and Password. When all data has been entered, click Add FTP Destination.

FTP Destination Administration :: Add FTP Destination

Add FTP Destination:

FTP Destination Name:	FTP 1
Contact Name:	John Smith
Contact Email:	jsmith@email.com
Contact Title:	Manager
FTP Address:	ftp.responsivesolutions.net
FTP Default Directory:	dropzone
FTP Port:	21
FTP Username:	original_asset_drop
FTP Password:	*****

Add FTP Destination

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MAILING LISTS:

This area allows the Administrator to upload and manage mailing lists for Variable Data objects. These lists can be used for Email, PURLs, or Variable Data Print items. The option to opt out users is available as well to manually remove email addresses from the system and be sure they are not contacted again.

The screenshot shows the 'Mailing List Manager' section of the RSI Lite administration interface. On the left, there's a sidebar with links for 'Enter search criteria:', 'search', 'Browse Categories', and 'Previous Orders'. The main content area has a title 'Administration' and 'Mailing List Manager'. It displays a table titled 'Available Mailing Lists' with columns: 'Mailing / Add Date', 'Name', 'CASS Certify', 'Quantity', 'Download', and 'Active'. A single entry is shown: 'April 2008' (Delete: the list), 'April 11, 2008, 1:53 am', 'the list', 'CASS Certify', '1', 'Download' (with icons for PDF and CSV), and 'Active' (with a radio button). Below this is a 'Use PURL' dropdown set to 'select a purl-' and a link 'Use Checked Lists'. Further down are sections for 'Opt Out Email From Lists.' (with an 'Email' input field and 'Remove Email' button) and 'Upload a new mail list (TAB delimited, or Excel Format.)' (with 'Imprint Import File' input, 'Browse...' button, and 'Upload Imprint Import File' button). At the bottom is a copyright notice: 'Copyright © 2008, Responsive Solutions Inc.'

UPLOADING LISTS:

When mailing lists are uploaded, they can be in Excel spreadsheet or tab delimited format. The file must be closed before it is uploaded. The option to keep the list private is also available.

The screenshot shows the 'Mailing List Information' form. The sidebar on the left includes 'Enter search criteria:', 'search', 'Browse Categories', and 'Previous Orders'. The main form has a title 'Administration' and 'Mailing List Information'. It contains several input fields: 'Total Records:' (set to 1), 'Headers:' (set to 'email address'), 'List will be used for:' (set to 'Email'), 'Mailing List Name:' (set to 'Mailing List Alpha'), 'Mailing List Description:' (containing the text 'The first of many lists'), and 'Viewable only to me:' (with an unchecked checkbox). At the bottom is a 'Save Mailing List' button. The footer of the page includes a copyright notice: 'Copyright © 2008, Responsive Solutions Inc.'

REPORT MANAGEMENT:

Reports are listed based on the system modules that are being used.

From this screen the administrator can select the start date and end date and other parameters for a report. Once you have selected the desired reporting values, click the **generate report** button.

Some Examples of Report Types:

- **Report By User** – Displays orders for individual users for a given time period.
- **Report By Item** – Displays orders that contain the selected item.
- **Report By Groups** – Displays all orders for selected group for a given time period..
- **Inventory Report** – Displays current item quantities. Fulfillment module required for this report.
- **Shipped Orders Report** – Displays orders based on when they were shipped, outlines items contained within the order Fulfillment module required for this report.

Reports may vary depending on modules chosen and data required. Customized reports are available.

The screenshot shows the RSI Lite Reporting interface. At the top, there's a banner with the text "RSI Lite is good". Below it is a navigation bar with links for Home, Profile, Administration, and Logout. The main area is titled "Administration" and "Reporting". It contains four sections for generating reports:

- Report by Order:** Includes fields for Order Number, User (set to All Users), Start Date (January 1, 2008), and End Date (April 14, 2008). A "Generate Report" button is present.
- Report by user:** Includes fields for User (All Users dropdown), Start Date (January 1, 2008), and End Date (April 14, 2008). A "Generate Report" button is present.
- Report by Groups:** Includes fields for Group Name (All Groups dropdown), Start Date (January 1, 2008), and End Date (April 14, 2008). A "Generate Report" button is present.
- Report By Cost Center:** Includes fields for User (All Users dropdown), Start Date (January 1, 2008), and End Date (April 14, 2008). A "Generate Report" button is present.
- Report by Item:** Includes fields for Item (None Selected dropdown), Start Date (January 1, 2008), and End Date (April 14, 2008). A "Generate Report" button is present.

SAMPLE REPORT:

Reports are displayed with the option look at line items, download as tab delimited files, or download as Microsoft Excel spreadsheets.

This example is Report by User. It shows the Order Number, the User, who the order was shipped to, the Order Date, and the current status.

Note: Reports display different data based on the selected report and parameters.

The screenshot shows a web application interface for 'RSI Lite is good'. At the top, there's a banner with the text 'RSI Lite is good' and a navigation bar with links for Home, Profile, Administration, and Logout. Below the banner, a section titled 'Administration' contains a table titled 'Orders for All Users'. The table has columns for Order Number, User, Shipped To, Order Date, and Status. Three rows of data are shown, corresponding to the three orders listed above. The 'Status' column for the first two rows is 'Awaiting Shipment', while for the third row, it is 'Shipped'. Below the table, there are links to 'View Report As Tab Delimited File' and 'View Report As Microsoft Excel Spreadsheet'. A copyright notice at the bottom states 'Copyright © 2008, Responsive Solutions Inc.'

Orders for All Users					Return to Reports
Show orders placed between : January 1, 2008 and: April 14, 2008 <input type="button" value="Go"/>					
Order Number	User	Shipped To	Order Date	Status	
021900000003	RS Admin	RSI Administrator, Responsive Solutions, Inc.	11-Apr-2008 01:06	Awaiting Shipment	
021900000002	RS Admin	RSI Administrator, Responsive Solutions, Inc.	11-Apr-2008 01:05	Awaiting Shipment	
021900000001	RS Admin	RSI Administrator, Responsive Solutions, Inc.	11-Apr-2008 01:05	Shipped	

[View Report As Tab Delimited File](#)
[View Report As Microsoft Excel Spreadsheet](#)

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ORDER DETAIL:

The individual order detail displays all of the information about an order, including shipping, pricing, and the items ordered..

The screenshot shows the 'Order Detail' section of the RSI Lite administration interface. At the top, there's a banner with the text 'RSI Lite is good' and palm trees. The navigation bar includes links for Home, Profile, Administration, and Logout.

Order Detail

Order Number : 021900000003		Ordered by: RS Admin on Apr. 11, 2008 01:06 am					
Shipping Address RSI Administrator Responsive Solutions, Inc. 111 2nd Ave. NE Suite 350 St. Petersburg, FL 33701 United States		Billing Address RSI Administrator Responsive Solutions, Inc. 111 2nd Ave. NE Suite 350 St. Petersburg, FL 33701					
Item Details							
Item Name	SKU	Unit Price	Order Quantity	Shipped Quantity	Extended Price	Backordered	
Leet Sound Datasheet	THX-1337	\$ 0.10	45	0	\$ 4.50	0	
Marketing Services Firm Poster	MSF-POS	\$ 0.13	800	0	\$100.00	0	
Order Charge	---	\$ 3.25	---	---	\$ 3.25	---	
Shipping Charge	---	\$ 5.10	---	---	\$ 5.10	---	
Total					\$112.85		

Asset Management Links

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SYSTEM INFO:

From this screen the administrator can select the contact person for the system and add custom accounting fields.

Editing system contact and custom accounting fields

Using the pull down menu select the user that should be contacted if anything needs to be reported to about the system.

There are two custom accounting fields that can be modified for the system, leave these blank if there are no custom accounting fields. To edit these items click the **submit changes** button.

Custom Fields:

Custom user and item fields are listed for the system. Displayed is the **Edit** button, Field Name, Field Type, Default Value, Read Level, Write Level, Required and the **activate / deactivate** button.

Editing Custom fields

To edit a custom field click the **Edit** button next to the Field Name. To add a new custom field click the **Add New Field** button.

The screenshot shows the RSI Lite administration interface. At the top is a banner with the text "RSI Lite is good". Below it is a navigation bar with links for Home, Profile, Administration, and Logout. The main content area is titled "System Settings". It contains several sections:

- System Contact at RSI Lite:** A dropdown menu showing "RS Admin".
- Other item cost field names for RSI Lite:** Input fields for "Other1" and "Other2".
- Use SKU Auto-assignment:** A checkbox followed by a "submit changes" button.
- Custom User Fields:** A table with columns: Field Name, Field Type, Default Values, Read Level, Write Level, Required, and Active. A "Add New User Field" button is located at the top right of the table.
- Custom Contact Fields:** A table with columns: Field Name, Field Type, Default Values, Read Level, Write Level, Required, and Active. A "Add New Contact Field" button is located at the top right of the table.
- Custom Item Fields:** A table with columns: Field Name, Field Type, Default Values, Read Level, Write Level, Required, and Active. A "Add New Item Field" button is located at the top right of the table.
- Custom Order Fields:** A table with columns: Field Name, Field Type, Default Values, Read Level, Write Level, Required, and Active. A "Add New Order Field" button is located at the top right of the table.
- Import from Parent:** Links for "Import Categories from Parent Company" and "Import Custom Item Fields from Parent Company".

At the bottom of the page is a copyright notice: "Copyright © 2008, Responsive Solutions Inc."

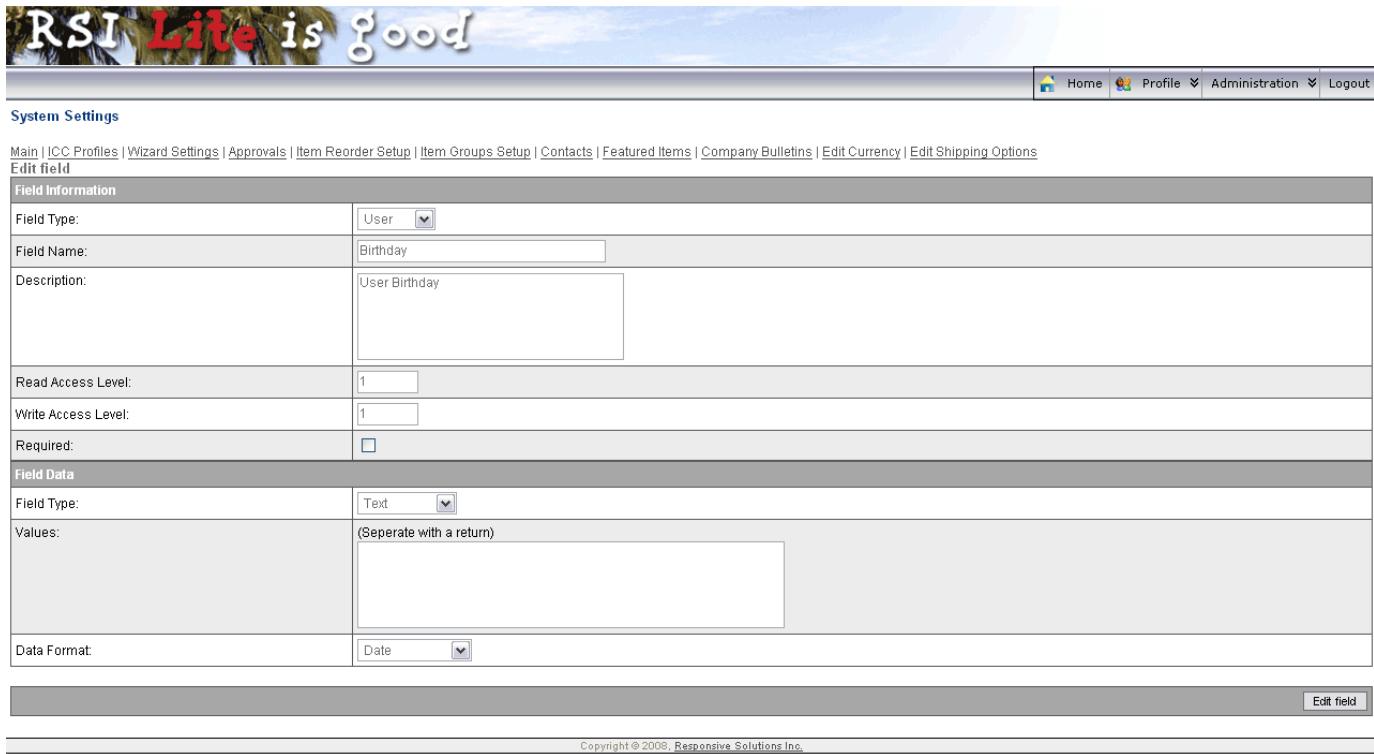
EDIT CUSTOM FIELDS:

The Edit Custom Fields Screen allows the administrator to add / edit custom user and item fields for the system. Adding a custom field is identical to editing a field, except that the values are blank.

Editing Custom Field Information

- Select the Field Type for the custom field, user or item.
- The field name will be used to identify the field, enter the field name here.
- The Description is a description of the field, enter the field description here.
- **Read Access Level** – The Read Access Level sets the minimum security level for a user to see this field.
- **Write Access Level** – The Write Access Level sets the minimum security level for a user to edit this field.
- **Required** – Checking this field requires the user to enter or select a value for this field.

- **Field Type** – The Field Type selector determines what type of data the field uses. Three types of data are available:
 - Text – Used to enter text into the system
 - Single Select – Used when a user should only select one option from a list of values
 - Multiple Select – Used when a user can select many options from a list of values
- **Values** – The Values field determines the default data for the field. To enter select values enter a line of text and hit return.



The screenshot shows the RSI Lite application interface. At the top, there's a banner with the text "RSI Lite is good". Below it is a navigation bar with links: Home, Profile, Administration, and Logout. The main content area is titled "System Settings" and has a sub-section title "Edit field". There are two main sections: "Field Information" and "Field Data".

Field Information:

Field Type:	User
Field Name:	Birthday
Description:	User Birthday
Read Access Level:	1
Write Access Level:	1
Required:	<input checked="" type="checkbox"/>

Field Data:

Field Type:	Text
Values:	(Separate with a return)
Data Format:	Date

At the bottom right of the form, there is a button labeled "Edit field".

ICC PROFILES:

ICC Profiles for the system are listed alphabetically. Clicking the Edit button edits the profile, clicking the Delete button removes the ICC Profile. Adding a ICC Profile is identical to editing a profile, except that the values are blank.

Editing ICC Profile

- **Profile Name** – Used to display the name of the profile in the pull down menus and reporting.
- **Description** – Used to describe the ICC Profile.
- **ICC Profile File** – Click the Browse button to find and upload the desired ICC Profile.

Click the Add ICC Profile button to add / edit the profile.

The screenshot shows the RSI Lite web application interface. At the top, there's a banner with the text "RSI Lite is good". Below it is a navigation bar with links: Home, Profile, Administration, and Logout. The main content area has a title "System Settings" and a sub-section "Add ICC Profile". It contains three input fields: "Profile Name" (with an empty input field), "Description" (with an empty input field), and "ICC Color Profile File" (with a file input field and a "Browse..." button). At the bottom right of the form is a "Add ICC Profile" button. A message "There are no ICC Profiles for RSI Lite." is displayed above the form. The footer of the page includes a copyright notice: "Copyright © 2009, Responsive Solutions Inc."

EDIT CONVERSION WIZARD SETTINGS:

The Edit Conversion Settings Screen allows the administrator to add / edit asset conversion settings for the system. Adding a conversion setting is identical to editing a setting, except that the values are blank.

Conversion settings are listed alphabetically, and **Edit** button, Wizard Name and **active / de-active** button are listed.

Editing Conversion Wizard Settings

- **Wizard Name** – The display name for the wizard.
- **DPI** – The desired Dots Per Inch for the image, use only numbers in this field.
- **Format** – The image format for the output image, Jpeg, Gif or Tiff are available.
- **Color Scale** – The color scale for the output image, Gray scale, RGB or CMYK are available.
- **ICC Profile** – If an ICC Profile will be applied, select the profile name from the select menu.
- **Width** – The desired width for the output image.
- **Height** – The desired height for the output image.
- **Compression** – The desired compression for the output image. **Note:** compression only applies to Jpeg images.
- **Minimum Access Level** – The designated level required for conversion.
- **Allow Cropping** – This activates/deactivates the cropping option for images..

Click the **Add** button to add this conversion wizard

The screenshot shows the RSI Lite is good website's administration interface. At the top, there's a banner with the text "RSI Lite is good" and palm trees. The navigation bar includes links for Home, Profile, Administration, and Logout. Below the banner, the title "System Settings" is displayed. A link to "Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options" is visible. The main content area contains two tables: one for existing wizards and one for adding new ones.

Wizard Name		Details	
Edit	GIF Mid-Res	DPI: 150 Format: JPEG	<input type="radio"/>
Edit	JPEG Hi-Res	DPI: 300 Format: JPEG	<input type="radio"/>
Edit	TIFF Hi-Res	DPI: 300 Format: JPEG Cropping Allowed	<input type="radio"/>

Add new Wizard	
Wizard Name	<input type="text" value="TIFF Hi-Res"/>
DPI:	<input type="text" value="300"/>
Format:	<input type="button" value="JPEG"/>
Color Scale:	<input type="button" value="RGB"/>
ICC Profile	<input type="button" value="No ICC Profile"/> (ICC Profile for CMYK format only.)
Width:	<input type="text" value="0"/>
Height:	<input type="text" value="0"/>
Compression:	<input type="button" value="80"/> (Compression for JPEG format only.)
Minimum Access Level:	<input type="text" value="1"/>
Allow Cropping:	<input checked="" type="checkbox"/>
Add	

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EDIT SYSTEM APPROVAL USERS:

The Edit System Approvals Screen allows the administrator to assign approval users for the system.

Editing System Approval Users

- **Cost Approval** – Choose the desired user from the selection box that will receive notifications and approve orders that are needing approval for cost.
- **Quantity Approval** – Choose the desired user from the selection box that will receive notifications and approve orders that are needing approval for quantity.
- **Content Approval** – Choose the desired user from the selection box that will receive notifications and approve orders that are needing approval for content.

Click the **Update Approvals** button to modify the approval users.

The screenshot shows the RSI Lite is good website interface. At the top, there's a banner with the text "RSI Lite is good". Below it is a navigation bar with links: Home, Profile, Administration, and Logout. The main content area is titled "System Settings". Under this, there's a sub-section titled "Approval Requirements:" with a table. The table has two columns: "Approval Type" and "Approval User". It contains three rows: "Cost Approval" (user: Jim Hlavacs), "Quantity Approval" (user: Susan Quinn), and "Content Approval" (user: RS Admin). At the bottom of this section is a "Update Approvals" button. At the very bottom of the page, there's a copyright notice: "Copyright © 2008, Responsive Solutions Inc."

Approval Type	Approval User
Cost Approval	Jim Hlavacs
Quantity Approval	Susan Quinn
Content Approval	RS Admin

EDIT SYSTEM NOTIFICATIONS:

The Edit System Reorder Notifications Screen allows the administrator to assign users who will receive reorder notifications when items are running low. Reorder users are listed alphabetically.

Click the Edit button to modify the email address for the user, click the activate / deactivate button to remove the user from the reorder users.

Editing System Reorder Users

- **Reorder User** – Choose the desired user from the selection box that will receive notifications when a reorder notification is sent.
- **Preferred Email Address** – Choose the desired email address for the user to receive notifications

Click the Add Reorder button to modify the reorder notification users.

The screenshot shows the RSI Lite application interface. At the top, there's a banner with the text "RSI Lite is good". Below it is a navigation bar with links: Home, Profile, Administration, and Logout. The main content area is titled "System Settings". It contains a table for managing "Reorder Users" with columns for Username, Email Address, and Active status. Two users are listed: "RS Admin" (support@responsivesolutions.net) and "Susan Quinn" (susan@responsivesolutions.net). Both are marked as active. Below the table is a form titled "Add Reorder" with fields for "Reorder User" (set to "Jim Hlavacs") and "Preferred Email Address" (set to "jhlavacs@responsivesolutions.net"). A "Add Reorder" button is at the bottom right of the form. At the very bottom of the page, there's a copyright notice: "Copyright © 2008, Responsive Solutions Inc."

ITEM GROUPS SETUP:

The Item Groups Setup allows the Administrator to group items together for reporting purposes that might not otherwise be grouped.

The screenshot shows the RSI Lite administration interface. At the top, there's a banner with the text "RSI Lite is good". Below it is a navigation bar with links: Home, Profile, Administration, and Logout. The main content area is titled "System Settings" and contains a sub-section for "Item Groups Setup". A table lists an item group named "random items" with a description "a bunch of random items" and an "Active" status. Below this is a form titled "Edit Item Group" where the same information can be edited. A table then lists individual items with their SKUs, names, and checkboxes for "In Item Group?". The checked items are THX-1337, MSF-POS, and the first test. The unchecked item is VT-01. At the bottom right of the table is a "Edit Item Group" button. A copyright notice at the very bottom reads "Copyright © 2008, Responsive Solutions Inc."

Item Group Name	Item Group Description	Active
Edit random items	a bunch of random items	<input checked="" type="radio"/>

SKU	Item	In Item Group?
THX-1337	Leet Sound Datasheet	<input checked="" type="checkbox"/>
MSF-POS	Marketing Services Firm Poster	<input checked="" type="checkbox"/>
VT-01	Variable Template Piece	<input type="checkbox"/>
the first test	the first test	<input checked="" type="checkbox"/>

EDIT SYSTEM CONTACTS:

Contacts are listed alphabetically by name. By clicking on the letters at the top of the page, contacts whose name begin with the chosen letter are displayed. A search box is also available for finding a specific contact.

From this screen the administrator can add, edit, activate, or deactivate contacts.

Adding Contact:

Clicking on the **Add New Contact** button allows the administrator to add a contact to the system.

Editing:

Clicking on the **Edit** button allows the administrator to edit the selected contact information.

Activating / De-activating contacts

Clicking the Active button disables the contact in the system, this contact can no longer be used for shipping, although history for the deactivated contact is retained. Remember: a hollow button denotes in-active, a dot represents active.

The screenshot shows the 'System Settings' section of the RSI Lite application. At the top, there's a banner with the text 'RSI Lite is good'. Below it is a navigation bar with icons for Home, Profile, Administration, and Logout. The main content area has a title 'System Settings' and a breadcrumb trail: Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options. It includes a search bar with letters A-Z and a 'search' button, and a 'View all contacts by Letter:' dropdown set to 'ALL'. The main table displays a single contact entry:

Contacts					Add New Contact
		Unique ID	Company Name	Company Contact	Active
<input type="button" value="Edit"/>	123456	Acme, Inc.	John Smith	<input type="radio"/>	

At the bottom of the table, there's a copyright notice: Copyright © 2008, Responsive Solutions Inc.

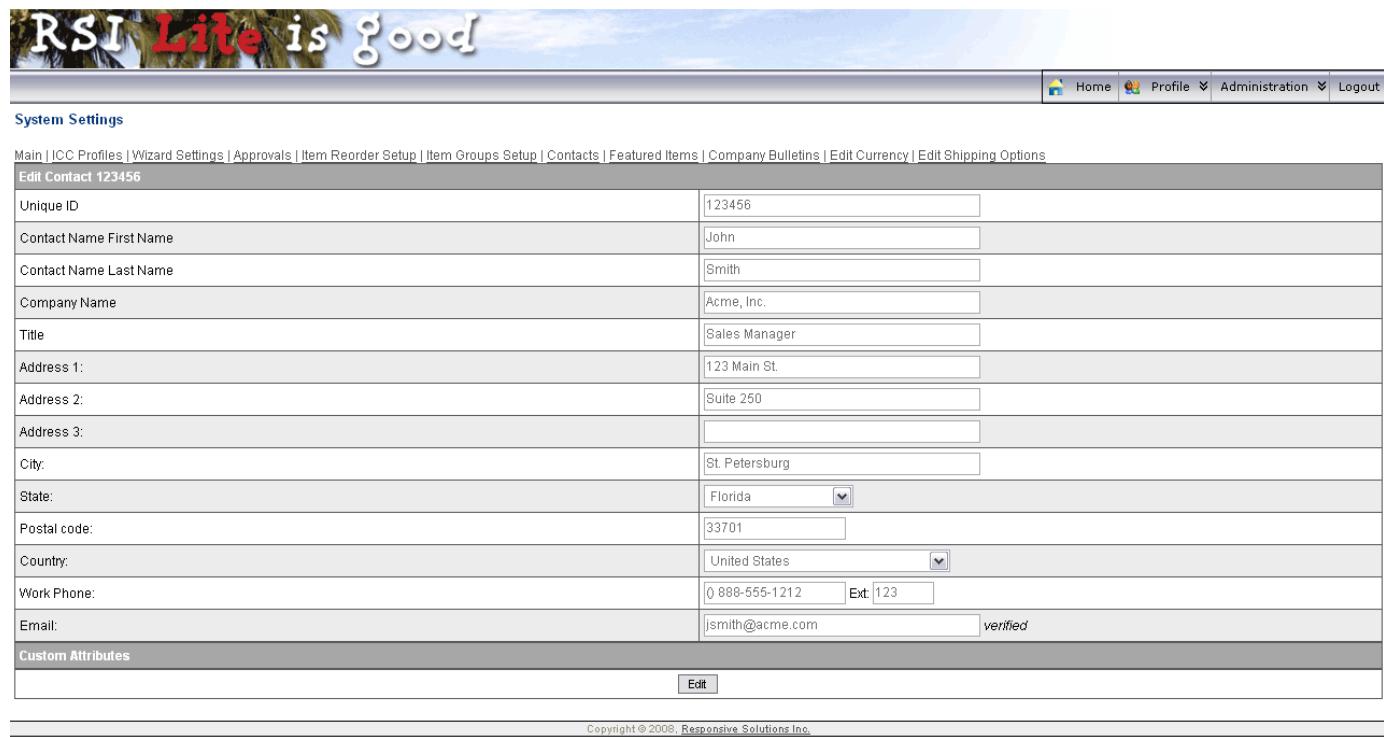
EDIT SYSTEM CONTACT:

The Edit System Contact Screen allows the administrator to edit the contact.

Contact Settings

- **Unique ID** – The unique ID for the contact.
- **Contact Name First Name** – Contact First Name.
- **Contact Name Last Name** – Contact Last Name.
- **Company Name** – Contact Company Name.
- **Title** – Contact Title.
- **Address 1** – Contact Address 1.
- **Address 2** – Contact Address 2.
- **Address 3** – Contact Address 3.
- **City** – Contact City.
- **State** – Contact State.
- **Postal Code** – Contact Postal Code.
- **Country** – Contact Country.
- **Work Phone** – Contact Work Phone.
- **Email Address** – Contact Email Address.

Click the [Edit](#) button to modify this contact



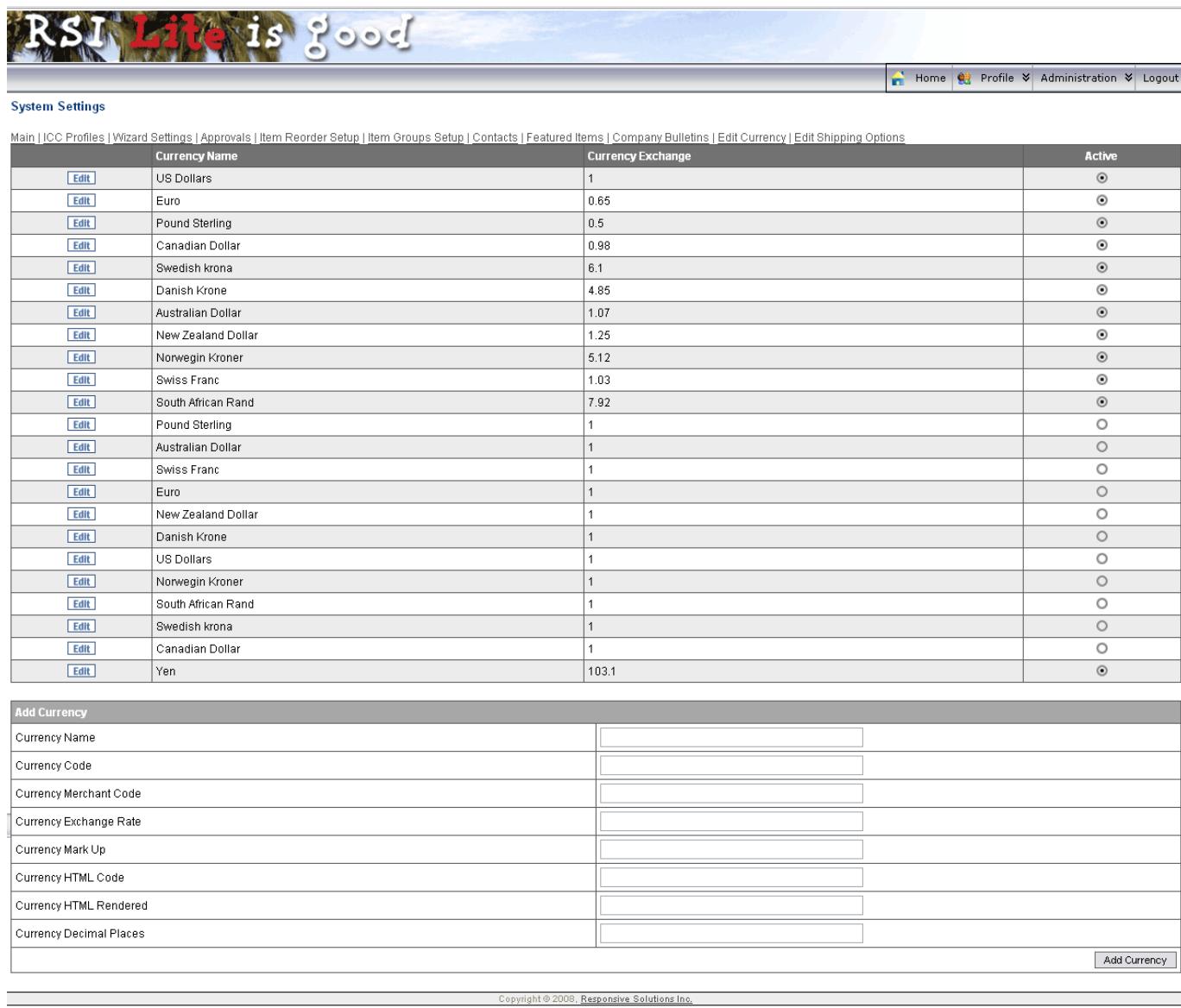
The screenshot shows the RSI Lite application interface. At the top, there is a banner with the text "RSI Lite is good". Below the banner, the navigation bar includes links for Home, Profile, Administration, and Logout. The main content area is titled "System Settings" and contains a form for editing a contact. The form fields include:

Edit Contact 123456	
Unique ID	123456
Contact Name First Name	John
Contact Name Last Name	Smith
Company Name	Acme, Inc.
Title	Sales Manager
Address 1:	123 Main St.
Address 2:	Suite 250
Address 3:	
City:	St. Petersburg
State:	Florida
Postal code:	33701
Country:	United States
Work Phone:	0 888-555-1212
Email:	jsmith@acme.com
Custom Attributes	
<input type="button" value="Edit"/>	

At the bottom of the form, there is a copyright notice: "Copyright © 2008, Responsive Solutions Inc."

EDIT CURRENCIES:

If currencies are being used, this screen is where they can be adjusted and activated/inactivated for conversion purposes.



The screenshot shows the 'System Settings' page under the 'Administration' menu. The main content area displays a table of currencies with columns for Name, Exchange Rate, and Active status. A second section allows adding new currencies with fields for Name, Code, Merchant Code, Exchange Rate, Mark Up, HTML Code, HTML Rendered, and Decimal Places. An 'Add Currency' button is at the bottom right.

Currency Name		Currency Exchange	Active
Edit	US Dollars	1	<input checked="" type="radio"/>
Edit	Euro	0.65	<input checked="" type="radio"/>
Edit	Pound Sterling	0.5	<input checked="" type="radio"/>
Edit	Canadian Dollar	0.98	<input checked="" type="radio"/>
Edit	Swedish krona	6.1	<input checked="" type="radio"/>
Edit	Danish Krone	4.85	<input checked="" type="radio"/>
Edit	Australian Dollar	1.07	<input checked="" type="radio"/>
Edit	New Zealand Dollar	1.25	<input checked="" type="radio"/>
Edit	Norwegian Kroner	5.12	<input checked="" type="radio"/>
Edit	Swiss Franc	1.03	<input checked="" type="radio"/>
Edit	South African Rand	7.92	<input checked="" type="radio"/>
Edit	Pound Sterling	1	<input type="radio"/>
Edit	Australian Dollar	1	<input type="radio"/>
Edit	Swiss Franc	1	<input type="radio"/>
Edit	Euro	1	<input type="radio"/>
Edit	New Zealand Dollar	1	<input type="radio"/>
Edit	Danish Krone	1	<input type="radio"/>
Edit	US Dollars	1	<input type="radio"/>
Edit	Norwegian Kroner	1	<input type="radio"/>
Edit	South African Rand	1	<input type="radio"/>
Edit	Swedish krona	1	<input type="radio"/>
Edit	Canadian Dollar	1	<input type="radio"/>
Edit	Yen	103.1	<input checked="" type="radio"/>

Add Currency	
Currency Name	<input type="text"/>
Currency Code	<input type="text"/>
Currency Merchant Code	<input type="text"/>
Currency Exchange Rate	<input type="text"/>
Currency Mark Up	<input type="text"/>
Currency HTML Code	<input type="text"/>
Currency HTML Rendered	<input type="text"/>
Currency Decimal Places	<input type="text"/>
Add Currency	

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EDIT SHIPPING OPTIONS:

Shipping options are configured from this screen. An important thing to note is that for real-time shipping quotes from UPS and FedEx, items must have a weight associated with them for the calculation to occur, otherwise, the option will not appear at checkout.

Each shipping option must have a display name, located on the far left column. The selection can also be designated as requiring approval and whether or not to display the rates. Options can be activated and deactivated. The Display order dictates the way the list of options are displayed, from lowest to highest.

The options can be selected from the dropdown menu in the center column. In the case of UPS and FedEx, the secondary dropdown menu will be populated with all of the available options.

The right column allows the administrator to mark up or down the option cost, as well as add an initial default cost, and an incremental cost. Percentage Mark-up/down is based on 100% of the returned cost, (i.e. a 20% markup would be listed as 120, a 25% markdown would be 75).

When shipping options are added or edited, implement them by clicking Submit Changes.

The screenshot shows the RSI Lite administration interface with a banner at the top. Below the banner, the main content area is titled "System Settings". Under "System Settings", there is a link to "Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options". The main section is titled "Shipping Methods Setup" and contains five rows of shipping method configurations:

- FedEx Ground:** Service Provider: FedEx, Delivery Method: FedEx Ground, Backend Code: (empty), Shipping % Mark-up/down: 0, Handling % Mark-up/down: 0, Initial Default Cost: 0, Incremental Cost: 0. Configuration: Default (radio button selected), Requires Approval: unchecked, Active (checkbox selected), Calculate Rates: unchecked, Display Order: 1.
- FedEx 2 Day:** Service Provider: FedEx, Delivery Method: FedEx 2Day, Backend Code: (empty), Shipping % Mark-up/down: 0, Handling % Mark-up/down: 0, Initial Default Cost: 0, Incremental Cost: 0. Configuration: Default (radio button selected), Requires Approval: unchecked, Active (checkbox selected), Calculate Rates: unchecked, Display Order: 2.
- FedEx Standard Overnight:** Service Provider: FedEx, Delivery Method: FedEx Standard Overnight, Backend Code: (empty), Shipping % Mark-up/down: 0, Handling % Mark-up/down: 0, Initial Default Cost: 0, Incremental Cost: 0. Configuration: Default (radio button selected), Requires Approval: unchecked, Active (checkbox selected), Calculate Rates: unchecked, Display Order: 3.
- UPS Ground:** Service Provider: UPS, Delivery Method: UPS Ground, Backend Code: (empty), Shipping % Mark-up/down: 0, Handling % Mark-up/down: 0, Initial Default Cost: 0, Incremental Cost: 0. Configuration: Default (radio button selected), Requires Approval: unchecked, Active (checkbox selected), Calculate Rates: unchecked, Display Order: 4.
- Other:** Service Provider: ---Select a Shipper---, Delivery Method: (empty), Backend Code: (empty), Shipping % Mark-up/down: (empty), Handling % Mark-up/down: (empty), Initial Default Cost: (empty), Incremental Cost: (empty). Configuration: Default (radio button selected), Requires Approval: unchecked, Active (checkbox selected), Calculate Rates: unchecked, Display Order: (empty).

At the bottom of the form is a "Submit Changes" button.

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